

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE S		PAGE OF PAGES 1 26	
2. AMENDMENT/MODIFICATION NO. 0002		3. EFFECTIVE DATE 28-Apr-2011		4. REQUISITION/PURCHASE REQ. NO. W23RYX10144001		5. PROJECT NO.(If applicable)	
6. ISSUED BY USA MED RESEARCH ACQ ACTIVITY 820 CHANDLER ST FORT DETRICK MD 21702-5014		CODE W81XWH		7. ADMINISTERED BY (If other than item 6) <div style="text-align: center;">See Item 6</div>			
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code)				<input checked="" type="checkbox"/> 9A. AMENDMENT OF SOLICITATION NO. W81XWH-11-R-0006			
				<input checked="" type="checkbox"/> 9B. DATED (SEE ITEM 11) 24-Mar-2011			
				10A. MOD. OF CONTRACT/ORDER NO.			
				10B. DATED (SEE ITEM 13)			
CODE		FACILITY CODE					
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS							
<input checked="" type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offer <input type="checkbox"/> is extended, <input checked="" type="checkbox"/> is not extended. Offer must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. ACCOUNTING AND APPROPRIATION DATA (If required)							
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.							
A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.							
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(B).							
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:							
D. OTHER (Specify type of modification and authority)							
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) A. The purpose of this amendment is to: (1) Issue responses to questions received in response to this solicitation. No additional questions will be accepted; (2) Revise the Performance Work Statement to correct the Position Descriptions and corresponding Task Areas (3) Remove Technical Approach as an Evaluation Factor from the "Instructions and Notices" section of the solicitation as this was an administrative error; and (4) Revise the CLINs in order to match the Position Descriptions listed in the Performance Work Statement. B. There are no other changes to this solicitation as a result of this amendment.							
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.							
15A. NAME AND TITLE OF SIGNER (Type or print)				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)			
				TEL: _____ EMAIL: _____			
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA		16C. DATE SIGNED	
_____ (Signature of person authorized to sign)				BY _____ (Signature of Contracting Officer)		28-Apr-2011	

SECTION SF 30 BLOCK 14 CONTINUATION PAGE

SUMMARY OF CHANGES

SECTION SF 30 - BLOCK 14 CONTINUATION PAGE

The following have been added by full text:

CLIN DESCRIPTION CHANGES

The following position descriptions for each of the following CLINs have been revised:

CLIN 0001

FROM: Program Manager – Advanced Development.

TO: Program Manager – Advanced Development and other research area program.

CLIN 1001

FROM: Program Manager – Advanced Development.

TO: Program Manager – Advanced Development and other research area program.

CLIN 2001

FROM: Program Manager – Advanced Development.

TO: Program Manager – Advanced Development and other research area program.

CLIN 3001

FROM: Program Manager – Advanced Development.

TO: Program Manager – Advanced Development and other research area program.

CLIN 4001

FROM: Program Manager – Advanced Development.

TO: Program Manager – Advanced Development and other research area program.

CLIN 0004

FROM: Scientist/Scientist Advisor - Psychology.

TO: Scientist/Scientist Advisor – Physiology.

CLIN 1004

FROM: Scientist/Scientist Advisor - Psychology.

TO: Scientist/Scientist Advisor – Physiology.

CLIN 2004

FROM: Scientist/Scientist Advisor - Psychology.

TO: Scientist/Scientist Advisor – Physiology.

CLIN 3004

FROM: Scientist/Scientist Advisor - Psychology.

TO: Scientist/Scientist Advisor – Physiology.

CLIN 4004

FROM: Scientist/Scientist Advisor - Psychology.

TO: Scientist/Scientist Advisor – Physiology.

QUESTIONS & REPONSES

1. QUESTION: It seems that Partnering will not be allowed based on page 21 which indicated that subcontracting plan is not allowed.

RESPONSE: The solicitation does not state that a subcontracting plan is not allowed. A subcontracting plan can be submitted as part of the proposal “if applicable”, as is stated on page 21.

2. QUESTION: There are three “OPTIONS” under key personnel, 1) CRM RP Scientist/Science Advisor, 2) CCCRP Scientist/Science Advisor DHP, and 3) CCCRP Defense Health Program Analyst, on page 6 of the RFP. Are resumes required for the “OPTIONS?” If so, should the cost proposal include the pricing information for these three “OPTIONS” as well.

RESPONSE: Yes, resumes are required for the OPTION positions. Yes, pricing information is required for the OPTIONS positions.

3. QUESTION: On page 12 of the RFP, under the heading 6.2.j MOMRP Graphic Designer and Information Specialist (the heading is on page 11), the third task area states, “provide graphics support to other GDIT customers within the US Army Medical Research and Materiel Command (USAMRMC). Is it really a requirement to provide graphics support to GDIT (incumbent) customers?”

RESPONSE: No, please disregard this administrative error.

4. QUESTION: Can offerors provide additional resumes to demonstrate reachback capability, and should these be included in an Appendix or under Volume II, Subsection b, “Qualifications of Experienced Personnel?” If so, should supplemental pricing information be included?

RESPONSE: No.

5. QUESTION: Is there guidance for proposal formatting in addition to what is provided on pg 21 of the RFP. Are there font, font size and margin size requirements? Are there additional content requirements for the non-priced proposal/Volume III?

RESPONSE: No.

6. QUESTION: For Subcontractor consent to use past performance references, is there a specific consent form that is required or should the Prime contractor provide the format for consent?

RESPONSE: The Prime contractor shall provide the format for consent.

7. QUESTION: There is no reference to travel that may be required under this contract. Is any travel on the part of contractors envisioned? If travel is envisioned, can the government provide a standard price target to cover any potential travel requirements?

RESPONSE: There is reference to travel within the RFP. The price "plug-in" number to include in the price proposal is \$100,000.00.

8. QUESTION: On page 21 of the RFP, it says, "This volume shall include five (6) sections." Is this a typo? Or is it five sections plus the subcontracting plan, if applicable?

RESPONSE: Yes, this is an administrative error. It should read "This volume shall include five (5) sections." Technical Approach was included erroneously, please disregard Technical Approach.

9. QUESTION: Will the government require some form of signed commitment or permission letter from each proposed individual?

RESPONSE: This is not required.

10. QUESTION: Contractor assumes the resume/CV for each individual is to be included within the Qualifications portion of the response, thereby falling within the 50 page limitation. Is this assumption correct?

RESPONSE: No. Resumes/CVs will NOT be counted as part of the 50 page limitation for this section.

11. QUESTION: Will the Government please clarify where the Technical Approach should be included, and how the Technical Approach section will be evaluated?

RESPONSE: Technical Approach is NOT an evaluation factor. The inclusion of this in the RFP is an administrative error. Proposals are not to include a Technical Approach.

12. QUESTION: Will the Government consider moving the technical approach criteria from the Qualifications and Experience of Personnel section to a new evaluation criteria section entitled Technical Approach, so that each part of the proposal is clearly evaluated?

RESPONSE: No.

13. QUESTION: Will the government provide either a plug number to be used or some other basis of estimate such as number of trips per year so that offerors can provide a reasonable price basis for the ODCs?

RESPONSE: A "plug-in" number for CLINS 0019, 1019, 2019, 3019, and 4019 (Other Direct Costs, to include Travel) is provided, which is \$100,000.00.

14. QUESTION: Contractor assumes that because the Subcontracting plan does not have page restrictions, it can be included as an attachment to the management section. Is this assumption correct?

RESPONSE: No, page 24 of the RFP states “Any teaming arrangement/subcontractor agreement(s) contemplated by the Offeror must be presented to the Government in detail in a teaming agreement/subcontracting plan.”

15. QUESTION: Typically Subcontracting Plans are not required for small business set-aside efforts. Contractor assumes that inclusion of a binding Teaming Agreement for each teammate/potential subcontractor setting out work share arrangements will satisfy the Subcontracting Plan requirement. Is this assumption correct?

RESPONSE: As this is a 100% Service-Disabled Veteran-Owned Small Business Set-Aside (SDVOSB), a subcontracting plan is not required. Under the section “Instructions and Notices”, a subcontracting plan is listed “as applicable”, and not required.

16. QUESTION: Contractor assumes that offeror should provide 3-5 total references inclusive of those for each teammate/potential subcontractor.

RESPONSE: Each offeror is required to provide three to five references with regard to its past performance.

17. QUESTION: Can the government please clarify if the Scientist/Scientific Advisor for CRMRP is considered Key Personnel?

RESPONSE: Yes.

18. QUESTION: Are resumes counted as part of page limit for Qualifications and Experience of Personnel?

RESPONSE: No.

19. QUESTION: What is the projected number, duration and location of travel associated with this requirement?

RESPONSE: Travel is based upon the Government’s needs and therefore a schedule of travel events cannot be provided.

20. QUESTION: The Current Program Support Areas (Section 6.2, beginning page 7 of the RFP) do not necessarily match the Key Personnel listing on pgs 5-6. The following questions pertain to this mismatch:

A. There are no task descriptions in section 6.2 for the PMs listed as key personnel – PM (Advanced Development) and PM (Psychology) for MOMRP. Are there task descriptions for these positions?

RESPONSE: Please see the revised Performance Work Statement.

21. QUESTION: For the key position Scientist/Science Advisor (Injury Prevention) Key Position – which task listing is associated with it? Is it 6.2a, 6.2h, or one of the other descriptions?

RESPONSE: Please see the revised Performance Work Statement.

22. QUESTION: For the key position Scientist/Science Advisor (Psychology) Key Position for MOMRP – which task listing is associated with it? Is it 6.2a, 6.2b, 6.2f, or one of the other descriptions?

RESPONSE: Please see the revised Performance Work Statement.

23. QUESTION: For the key position Scientist/Science Advisor (Psych Health and Resilience) Key Position for MOMRP – which task listing is associated with it? Is it 6.2b, 6.2f, or one of the other descriptions?

RESPONSE: Please see the revised Performance Work Statement.

24. QUESTION: For the key position Scientist/Science Advisor (DHPe) Key Position for MOMRP – which task listing is associated with it? Is it 6.2c, 6.2e, or one of the other descriptions?

RESPONSE: Please see the revised Performance Work Statement.

25 QUESTION: For the key position Scientist/Science Advisor (Neuromuscular Rehab/Prosthetics) Key Position for CRMRP – which task listing is associated with it? Is it 6.2l, or one of the other descriptions?

RESPONSE: Please see the revised Performance Work Statement.

26. QUESTION: Under Current Program Support Areas (Section 6.2.j), the designator “6.2.j” is used subsequently for two separate support areas: “MOMRP Graphic Designer and Information Specialist” and “MOMRP Program Administrators.” When referring to these support areas in the proposal, should both be addressed as 6.2.j?

RESPONSE: Please see the revised Performance Work Statement.

27. QUESTION: Are security clearances required? If so, what level?

RESPONSE: Security clearance at least at the Secret level should be considered for those positions where personnel need to be involved in discussion and managing projects that could be potentially classified. So far none of the projects that the Government is involved with are, but personnel that are in discussions with Laboratory Commanders and have an active role as portfolio managers should have at least a minimum of secret clearance.

28. QUESTION: There appears to be a discrepancy between the number of positions indicated on Pages 5-6 as Key personnel for MOMRP (11) and the number required to fulfill the Program Support Areas provided in 6.2.a – 6.2.j. The total personnel described in 6.2.a-6.2.j equals 12 instead of 11.

RESPONSE: Please see the revised Performance Work Statement.

29. QUESTION: The position titles on pages 5 and 6 for the MOMRP Key Personnel are not consistent with the headings in Section 6.2a – 6.2j. For example, there is a Program Manager (Advanced Development and other research area programs) listed on page 5 that does not correspond to any requirement in Section 6.2.a-6.2.j. Similarly, there 6.2.c and 6.2e appear to require 2 Science Advisors for the DHP Enhancement Program, while the list on pages 5 and 6 only requires one.

Can the government please clarify by providing a direct mapping of MOMRP Key Personnel to Program Support Areas?

RESPONSE: Please see the revised Performance Work Statement.

SECTION SF 1449 - CONTINUATION SHEET

SUPPLIES OR SERVICES AND PRICES

CLIN 0001

The CLIN extended description has changed from Program Manager - Advanced Development.Non-Personal Research, Technical, and Scientific Administrative Support Services In accordance with the Performance Work Statement provided herein.Place of Performance: U.S. Army Medical Research and Materiel CommandMilitary Operational Medicine Research Program (MOMRP)504 Scott Street, Bldg 722 Fort Detrick, MD 21702-5012 to Program Manager - Advanced Development and other research area program.Non-Personal Research, Technical, and Scientific Administrative Support Services In accordance with the Performance Work

Statement provided herein. Place of Performance: U.S. Army Medical Research and Materiel Command Military Operational Medicine Research Program (MOMRP) 504 Scott Street, Bldg 722 Fort Detrick, MD 21702-5012.

CLIN 0004

The CLIN extended description has changed from Scientist/Scientist Advisor - Psychology. Non-Personal Research, Technical, and Scientific Administrative Support Services In accordance with the Performance Work Statement provided herein. Place of Performance: U.S. Army Medical Research and Materiel Command Military Operational Medicine Research Program (MOMRP) 504 Scott Street, Bldg 722 Fort Detrick, MD 21702-5012 to Scientist/Scientist Advisor - Physiology. Non-Personal Research, Technical, and Scientific Administrative Support Services In accordance with the Performance Work Statement provided herein. Place of Performance: U.S. Army Medical Research and Materiel Command Military Operational Medicine Research Program (MOMRP) 504 Scott Street, Bldg 722 Fort Detrick, MD 21702-5012.

CLIN 1001

The CLIN extended description has changed from Program Manager - Advanced Development. Non-Personal Research, Technical, and Scientific Administrative Support Services In accordance with the Performance Work Statement provided herein. Place of Performance: U.S. Army Medical Research and Materiel Command Military Operational Medicine Research Program (MOMRP) 504 Scott Street, Bldg 722 Fort Detrick, MD 21702-5012 to Program Manager - Advanced Development and other research area program. Non-Personal Research, Technical, and Scientific Administrative Support Services In accordance with the Performance Work Statement provided herein. Place of Performance: U.S. Army Medical Research and Materiel Command Military Operational Medicine Research Program (MOMRP) 504 Scott Street, Bldg 722 Fort Detrick, MD 21702-5012.

CLIN 1004

The CLIN extended description has changed from Scientist/Scientist Advisor - Psychology. Non-Personal Research, Technical, and Scientific Administrative Support Services In accordance with the Performance Work Statement provided herein. Place of Performance: U.S. Army Medical Research and Materiel Command Military Operational Medicine Research Program (MOMRP) 504 Scott Street, Bldg 722 Fort Detrick, MD 21702-5012 to Scientist/Scientist Advisor - Physiology. Non-Personal Research, Technical, and Scientific Administrative Support Services In accordance with the Performance Work Statement provided herein. Place of Performance: U.S. Army Medical Research and Materiel Command Military Operational Medicine Research Program (MOMRP) 504 Scott Street, Bldg 722 Fort Detrick, MD 21702-5012.

CLIN 2001

The CLIN extended description has changed from Program Manager - Advanced Development. Non-Personal Research, Technical, and Scientific Administrative Support Services In accordance with the Performance Work Statement provided herein. Place of Performance: U.S. Army Medical Research and Materiel Command Military Operational Medicine Research Program (MOMRP) 504 Scott Street, Bldg 722 Fort Detrick, MD 21702-5012 to Program Manager - Advanced Development and other research area program. Non-Personal Research, Technical, and Scientific Administrative Support Services In accordance with the Performance Work Statement provided herein. Place of Performance: U.S. Army Medical Research and Materiel Command Military Operational Medicine Research Program (MOMRP) 504 Scott Street, Bldg 722 Fort Detrick, MD 21702-5012.

CLIN 2004

The CLIN extended description has changed from Scientist/Scientist Advisor - Psychology. Non-Personal

Research, Technical, and Scientific Administrative Support Services In accordance with the Performance Work Statement provided herein. Place of Performance: U.S. Army Medical Research and Materiel Command Military Operational Medicine Research Program (MOMRP) 504 Scott Street, Bldg 722 Fort Detrick, MD 21702-5012 to Scientist/Scientist Advisor - Physiology. Non-Personal Research, Technical, and Scientific Administrative Support Services In accordance with the Performance Work Statement provided herein. Place of Performance: U.S. Army Medical Research and Materiel Command Military Operational Medicine Research Program (MOMRP) 504 Scott Street, Bldg 722 Fort Detrick, MD 21702-5012.

CLIN 3001

The CLIN extended description has changed from Program Manager - Advanced Development. Non-Personal Research, Technical, and Scientific Administrative Support Services In accordance with the Performance Work Statement provided herein. Place of Performance: U.S. Army Medical Research and Materiel Command Military Operational Medicine Research Program (MOMRP) 504 Scott Street, Bldg 722 Fort Detrick, MD 21702-5012 to Program Manager - Advanced Development and other research area program. Non-Personal Research, Technical, and Scientific Administrative Support Services In accordance with the Performance Work Statement provided herein. Place of Performance: U.S. Army Medical Research and Materiel Command Military Operational Medicine Research Program (MOMRP) 504 Scott Street, Bldg 722 Fort Detrick, MD 21702-5012.

CLIN 3004

The CLIN extended description has changed from Scientist/Scientist Advisor - Psychology. Non-Personal Research, Technical, and Scientific Administrative Support Services In accordance with the Performance Work Statement provided herein. Place of Performance: U.S. Army Medical Research and Materiel Command Military Operational Medicine Research Program (MOMRP) 504 Scott Street, Bldg 722 Fort Detrick, MD 21702-5012 to Scientist/Scientist Advisor - Physiology. Non-Personal Research, Technical, and Scientific Administrative Support Services In accordance with the Performance Work Statement provided herein. Place of Performance: U.S. Army Medical Research and Materiel Command Military Operational Medicine Research Program (MOMRP) 504 Scott Street, Bldg 722 Fort Detrick, MD 21702-5012.

CLIN 4001

The CLIN extended description has changed from Program Manager - Advanced Development. Non-Personal Research, Technical, and Scientific Administrative Support Services In accordance with the Performance Work Statement provided herein. Place of Performance: U.S. Army Medical Research and Materiel Command Military Operational Medicine Research Program (MOMRP) 504 Scott Street, Bldg 722 Fort Detrick, MD 21702-5012 to Program Manager - Advanced Development and other research area program. Non-Personal Research, Technical, and Scientific Administrative Support Services In accordance with the Performance Work Statement provided herein. Place of Performance: U.S. Army Medical Research and Materiel Command Military Operational Medicine Research Program (MOMRP) 504 Scott Street, Bldg 722 Fort Detrick, MD 21702-5012.

CLIN 4004

The CLIN extended description has changed from Scientist/Scientist Advisor - Psychology. Non-Personal Research, Technical, and Scientific Administrative Support Services In accordance with the Performance Work Statement provided herein. Place of Performance: U.S. Army Medical Research and Materiel Command Military Operational Medicine Research Program (MOMRP) 504 Scott Street, Bldg 722 Fort Detrick, MD 21702-5012 to Scientist/Scientist Advisor - Physiology. Non-Personal Research, Technical, and Scientific Administrative Support Services In accordance with the Performance Work Statement provided herein. Place of Performance: U.S. Army Medical Research and Materiel Command Military Operational Medicine Research Program (MOMRP) 504 Scott Street, Bldg 722 Fort Detrick, MD 21702-5012.

The following have been modified:

INSTRUCTIONS AND NOTICES

CONTRACT SPECIALIST

The Contract Specialist (CS) is the point of contact for this acquisition. Any questions or concerns regarding this acquisition shall be submitted electronically via e-mail to craig.e.anderson@amedd.army.mil.

INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS

One Proposal

The Government will evaluate only one proposal from each prime Offeror.

Award on Initial Offer

The Government intends to evaluate proposals and award a contract without discussions with Offerors (except clarifications as described in FAR 15.306(a)). Therefore, the Offeror's initial proposal should contain the Offeror's best terms from both a price and technical standpoint. The Government reserves the right to conduct discussions if the Contracting Officer later determines them to be necessary. (FAR 52.212-1 (g))

Proposal Revisions

Should the Government determine that discussions are necessary, the Contracting Officer will provide proposal revision instructions to the Offerors, as required.

Proposal Incorporation into the Contract

The Government will incorporate into the resultant contract any and/or all commitments made in the Offeror's proposal.

Offeror Definition

"Offeror", as used in this solicitation, encompasses either a single entity, or a consortium of entities including subcontractors or teaming partners, that submit a proposal in response to this solicitation. If the Offeror consists of a consortium of entities, one shall be clearly designated as the Prime Offeror.

Page Limitation

The Government cannot consider pages submitted in excess of the stated page limitations. Page limitations include all text, graphs, pictures, appendices, references, exhibits, etc. Tabs, index sheets, tables of contents, dividers and other such aids that are solely used to assist the evaluator in locating

information and are advisory in nature, imparting no other information other than the identification of content, will not be counted against any page limits stated within this RFP.

Proposal Content Style

Proposals shall be clear, specific, complete, and concise, presenting complete effective methods and approaches for satisfying the RFP's requirements. Content shall be indexed (cross-indexed, as appropriate) and logically assembled.

Price Information

Price information shall be included in the Price Proposal Volume II **ONLY** and shall not be discussed or exhibited in any other part of the Offeror's proposal. Any labor-hours referenced outside the Price Proposal Volume II shall be quoted in productive hour figures only, without indication as to cost for these hours.

Proposal Submission

(a) SUBMISSION OF QUESTIONS: Offerors will be instructed to submit questions or comments regarding this solicitation no later than 31 March 2011 at 2:00 PM EST to the Contract Specialist and Contracting Officer. The Government will answer all relevant and appropriate questions regarding this solicitation. Questions the Government may have otherwise answered, may not be answered if submitted too late to permit transmittal to all potential offerors reasonably in advance of the due date. Questions not submitted electronically may not be answered. Answers to all relevant and appropriate questions will be issued via amendment to the solicitation.

(b) SUBMISSION OF PROPOSALS: Offers shall submit proposals in three parts no later than **09 May 2011 at 2:00 PM EST.**

VOLUME I – Executed RFP Documents - No limitation of pages

VOLUME II - Price Proposal – No limitation of pages

VOLUME III - Non-Priced Proposal –

This volume shall include five (5) sections, as follows:

<u>Sub-section</u>	<u>Page Limitation</u>
a) Executive Summary/Abstract - - - - -	1 Page
b) Management Approach- - - - -	15 Pages
c) Qualifications and Experience of Personnel - - - -	50 Pages
d) Past Performance - - - - -	None (<u>3 to 5</u>)
	<u>References</u>
e) Subcontracting Plan (if applicable) - - - - -	None

Additional pages will be removed and will not be evaluated.

(c) PROPOSAL SUBMISSION: Each of the sections shall be separate and complete, so that evaluation of one may be accomplished independently of, and concurrently with, evaluation of the others.

Electronic Format Submission

The Offeror shall provide:

Two (2) compact discs (CD's) containing its complete proposal, including all technical and price data (Volumes I, II, and III). The CD shall be clearly labeled with: Offeror's name, solicitation number, and date.

Two (2) compact discs (CD's) containing only the Non-Priced Proposal as stated for Volume III.

Volumes I, II, and Volume III must be submitted in **BOTH** Microsoft Office format and Adobe Acrobat .pdf.

Failure to provide copies of the proposal in the acceptable formats may render a proposal non-responsive.

Hardcopy Submission

The Offeror shall provide three (3) hardcopies of its complete proposal, including all technical and price data submitted in the proposal (Volumes I, II, and III). Each volume of each proposal shall be contained in a separate three-ring binder with appropriate identification.

Proposals shall be submitted to the following address:

**Director
US Army Medical Research Acquisition Activity
ATTN: MCMR-AAA-W (Mr. Craig E. Anderson)
820 Chandler Street
Fort Detrick, MD 21702-5014**

Offerors are referred to FAR 52.212-1, Instructions to Offerors – Commercial Items, for general instructions on: submission, modification, revision and withdrawal of proposals; late proposals and revisions; offer expiration date; restrictions on disclosure and use of data; and contract award.

Evaluation of Proposals: The Government will evaluate proposals in accordance with the evaluation criteria set forth in RFP W81XWH-11-R-0006.

An offeror's proposal must stipulate that it is predicated upon all the terms and conditions of this RFP.

It is understood that the offeror's proposal will become part of the official contract file.

Price Proposal

The offeror shall demonstrate that they have the necessary financial capacity, working capital and other resources to perform this contract without assistance from any outside sources.

PERFORMANCE WORK STATEMENT

**TITLE: RESEARCH, TECHNICAL, AND SCIENTIFIC ADMINISTRATIVE
SUPPORT SERVICES.**

1. Background:

The Contractor will support the research and technical programs of the Military Operational Medicine Research Program (MOMRP) and other Research Area Directorates (RAD) Programs located on Fort Detrick in Frederick, Maryland to include the Clinical and Rehabilitative Medicine Research Program (CRM RP), Combat Casualty Care Research Program (CCCRP), and the Military Infectious Disease Research Program (MIDRP).

Military Operational Medicine Research Program (MOMRP)

The MOMRP is part of the US Army Medical Research and Materiel Command (USAMRMC). The mission of the MOMRP is to develop effective countermeasures against stressors and to maximize health, performance and fitness. Our mission is to protect the whole Soldier head-to-toe, inside and out, across the operational spectrum.

Science to Soldier is our focus. The MOMRP conducts biomedical research to deliver products and solutions to the Warrior that address health and fitness throughout the Deployment Cycle. The MOMRP is centered on cutting-edge scientific research and bringing **Science to the Soldier** on the battlefield in a relevant, timely manner.

The MOMRP depends on a phenomenal cadre of dedicated scientists and engineers who continuously and tirelessly work to protect the Nation's most valuable asset – the Warrior. The MOMRP is divided into four research focus areas: Injury Prevention and Reduction, Psychological Health and Resilience, Physiological Health, and lastly, Environmental Health and Protection in the support of the overall Force Health Protection mission.

MOMRP oversees basic research, applied research, advanced technology development and advanced component development of medical research in support of its greater MEDCOM and Army Medical Department's mission.

For the next five years, MOMRP has the additional requirement to support the Joint Program Committee-5 (JPC5) membership in their oversight and execution mission from 6.1 Basic Research to 6.5 System Development and Demonstration (Intramural and Extramural) while executing the operational guidance from HQ, MRMC and the Office of the Assistant Secretary of Defense-Health Affairs (OASD-HA). It will be expected that staff will perform scientific portfolio analyses, monitor scientific progress of research efforts, and assist in the development of comprehensive, integrated strategic approaches to solving Department of Defense problems in the domain of military operational medicine. The staff will generate and maintain detailed analyses, records, related summaries, including the source data, and reports, all of which remain property of the USAMRMC (MOMRP) and OASD-HA.

MOMRP is organized under the Office of the Commander, reporting to the Principal Assistant for Research and Technology located at Headquarters, Building #810.

Other Research Area Directorates (RADs) that shall require support include the following:

Clinical and Rehabilitative Medicine Research Program (CRM RP)

CRM RP is also a part of the United States Army Medical Research and Materiel Command (USAMRMC) which is a major subordinate Command of the United States Army Medical Command. The Commanding General (CG), USAMRMC, directs the management of a number of medical research, development and acquisition programs.

In 2008, a new research program directorate was established at USAMRMC to manage Clinical and Rehabilitative Medicine. Currently, the program oversees the Armed Forces Institute of Regenerative Medicine (AFIRM), as well as developing programs in neuromusculoskeletal rehabilitation, orthopedics, prosthetics, acute and chronic pain management and hearing and vision restoration. Funding for these programs have traditionally been through Congressional Special Interest (CSI) dollars, however increased emphasis in these areas has led to core funding by

DoD and the Army and the subsequent establishment of the Clinical and Rehabilitative Medicine Research Program (CRM RP).

The Clinical and Rehabilitative Medicine Research Program (CRM RP) focuses on definitive and rehabilitative care innovations required to reset our wounded warriors, both in terms of duty performance and quality of life.

CRM RP Background and Environment

The injuries of Operations Enduring and Iraqi Freedom (OEF/OIF) are shaped by the widespread use of improvised explosive devices (IEDs). IEDs increase the likelihood that active-duty service members will be exposed to incidents such as blasts that can cause traumatic brain injuries and other debilitating injuries. Since 2001, there have been more than 30,000 battlefield injuries, with most receiving more than one injury. Current war casualties are driving changes in health care needs and, therefore, changes in research and development.

In recognition of the need to expand the U.S. Army Medical Research and Materiel Command's (USAMRMC's) traditional research focus to include definitive and rehabilitative care innovations required to "reset" the terms of duty performance and quality of life of wounded Soldiers, USAMRMC created the CRM RP in September 2008.

The CRM RP provides policy and process oversight for all clinical and rehabilitative medicine congressional programs managed by the USAMRMC's Telemedicine and Advanced Technology Research Center (TATRC) and Congressionally Directed Medical Research Programs (CDMRP). It is the lead for program development and oversight of the Armed Forces Institute of Regenerative Medicine (AFIRM), which is a multi-institutional, interdisciplinary network working to develop advanced treatment options for severely wounded service members. The CRM RP also more tightly links the USAMRMC research and development community with the clinical investigations community of the U.S. Army Medical Command and the Military Health System.

Due to advances in trauma care, increasing numbers of service members are surviving with extreme trauma to the extremities and head. The CRM RP focuses on definitive and rehabilitative care innovations required to reset our wounded warriors, both in terms of duty performance and quality of life. The program has multiple initiatives to achieve its goals, including improving prosthetic function, enhancing self-regenerative capacity, improving limb/organ transplant success, creating full functioning limbs/organs, repairing damaged eyes, treating visual dysfunction following injury, improving pain management, and enhancing rehabilitative care.

It is anticipated that this new program will enable active planning and coordination of an area of military medical research that has grown in importance during the current conflict. Although the initial CRM RP portfolio will be funded primarily through the many special congressional appropriations typically managed by TATRC and CDMRP, future budget submissions will provide core resourcing within the President's budget starting in fiscal year 2010.

Between December 2008 and February 2009, several CRM RP programmatic development committees were formed, including the Integrating Integrated Process Team, the Joint Technology Coordinating Group, and Scientific Steering Committees in each of the key research focus areas of the CRM RP. These committees advise the CRM RP Director in program management, program priorities, and funding strategy. Currently, research sponsored by the CRM RP is focused on five key areas.

- [Advanced Prosthetics](#)
- [Neuromusculoskeletal Rehabilitation](#)
- [Pain Management](#)
- [Regenerative Medicine](#)
- [Vision Restoration](#)

Combat Casualty Care Research Program (CCCRP):

Mission

To reduce the mortality and morbidity resulting from injuries on the battlefield through the development of new lifesaving strategies, new surgical techniques, biological and mechanical products, and the timely use of advanced physiological monitoring across the acute care continuum.

Strategy

Leverage the nation's vast medical research program with a dynamic in-house research program and investment in key military specific research areas.

Military Infectious Disease Research Program (MIDRP):

The mission of the Military Infectious Diseases Research Program (MIDRP) is to protect the U.S. military against naturally occurring infectious diseases via the development of the U.S. Food and Drug Administration (FDA) approved vaccines, drugs, and diagnostic assays and Environmental Protection Agency (EPA) approved vector control protection systems (to prevent transmission of infections by insects, ticks, etc.) The U.S. military has had notable successes in this undertaking (since World War I, deaths from naturally occurring infections have not exceeded deaths due to combat injury in wartime). MIDRP's role is of continuing importance because diseases such as malaria, dengue, diarrhea and leishmaniasis continue to have an adverse impact on military operations and the health of service members. MIDRP has supported HIV vaccine research and development since 1985 as HIV remains a significant threat to service members deployed overseas and is a major source of regional instability in areas of US force protection. The MIDRP HIV research program is heavily leveraged against efforts of other US government agencies. NIAID is a major partner of MIDRP supported HIV vaccine development activities.

2. Objective:

The objective of this requirement is to develop and organize all aspects in coordination and execution in providing research, technical, scientific administrative support to the MRMC or other designated federal civilian, DOD or international agencies. This involves providing subject-matter-experts to perform scientific portfolio analyses, monitor scientific progress of research efforts, and assist in the development of comprehensive, integrated strategic approaches to solving military problems in the domain of military operational. Staff members will be expected to develop and populate databases, develop appropriate and accurate reports and enhance data reporting such as through development of procedures and actual organization of consensus meetings and reports. The greater part of this work will be performed on-site at Fort Detrick, Frederick, Maryland. Some work may be anticipated at other Government facilities, including Army installations and task manager support (including facilitating administrative support for arranging conferences, workshops, reviews and In-Progress Review Teams). Additional work may also be conducted at sites in which intramural and/or extramural research is being conducted pursuant to Cooperative Research and Development Agreements (CRDA), Small Business Innovation Research (SBIR), Small Business Technology Transfer (STTR) and other official agreements. Travel (including overseas) may be required.

3. Key Personnel and Areas of Expertise:

Following positions are considered key personnel for the initial period of this contract. The expertise and necessary skill sets to accomplish the above tasks are:

MOMRP (11)

- Program Manager (Advanced Development and other research area program) – 6.2(a)
- Program Manager (Psychology) – 6.2(b)
- Scientist/Scientist Advisor (Injury Prevention) – 6.2(g)
- Scientist/Scientist Advisor (Physiology) – 6.2(f)
- Scientist/Scientist Advisor (Psychological Health and Resilience) – 6.2(e)
- Scientist/Scientist Advisor (Defense Health Program -DHPE/Enhancement Program) – 6.2(c)
- Defense Health Program Analyst – 6.2(d)

- Assistant for Intramural Extramural Research Programs – 6.2(h)
- Graphic and Information Specialist – 6.2(i)
- Program Administrator – 6.2(j)
- Program Administrator – 6.2(j)

CRM RP (3 initial + Option)

- Scientist/Scientist Advisor (Neuromusculoskeletal Rehabilitation, Prosthetics) – 6.2(l)
- Scientist/Scientist Advisor (Cognitive Rehabilitation, Congressional Special Interest Tech Representative) – 6.2(m)
- Defense Health Program Analyst – 6.2(k)
- OPTION - Scientist/Scientist Advisor (TBD) – 6.2(n)

CCCRP (2 Option)

- OPTION - Scientist/Scientist Advisor DHP – 6.2(p)
- OPTION - Defense Health Program Analyst – 6.2(o)

MIDRP (1)

- Defense Health Program Analyst – 6.2(q)

These individuals shall have the following qualifications:

Scientists: Qualifications: Contract personnel must have relevant clinical and administrative experience to ensure efficient and effect production.

Education: PhD in a related technical field to complete all requirements.

Experience: The contract personnel shall possess sufficient experience to indicate the ability to adequately perform a variety of research duties without further training, immediately after the transition period.

Assistants, Program Administrator and Program Analysts: Qualifications: Contract personnel must have relevant technical and administrative experience to ensure efficient and effect production.

Education: Minimum of an associate's degree in a relevant field to complete all skill set requirements.

Experience: The contract personnel shall possess sufficient experience to indicate the ability to adequately perform a variety of research duties without further training, immediately after the transition period.

4. Contract Description: The Government intends on awarding a **FIRM-FIXED PRICE** contract with a base period of one year and four (4) option periods of one year each, for a possible total contract term of five (5) years.

5. <u>Period of Performance:</u>	Base Period	16 June 2011 – 15 June 2012
	Option Period One	16 June 2012 – 15 June 2013
	Option Period Two	16 June 2013 – 15 June 2014
	Option Period Three	16 June 2014 – 15 June 2015
	Option Period Four	16 June 2015 – 15 June 2016

6. Tasks, Administrative and Technical Support:

6.1 General Elements of Performance:

- a. The Contractor, as an independent contractor and not as an agent of the Government, shall provide the personnel and materials needed to accomplish tasks of the type set forth herein, in support of the

MOMRP, CRM RP, CCCRP and MIDRP research oversight management efforts. Contractor personnel will generally be required to work on-site at Fort Detrick for extended periods of time and on a full-time basis. Contractor personnel working on-site may be required to complete local and on-line training related to information assurance, force protection, physical security, and other Army/Department of Defense requirements as provided to the general Fort Detrick and USAMRMC work force population.

b. The Contractor shall assure that Contractor personnel are familiar with and observe all safety regulations and Standing Operating Procedures established to cover work within the Center and that such personnel take part in any safety and mission-specific training deemed necessary by MOMRP, CRM RP, CCCRP and MIDRP.

c. The Contractor shall designate a primary on/off-site supervisor for day-to-day communications and responsibility for Contractor personnel.

d. The Contractor may perform searches of the technical literature and may be requested to provide support in document acquisition and translation. The Contractor shall participate in development and preparation of research scopes of work, animal-use and research protocols and standing operating procedures as needed in the planning and execution of the research oversight mission requirements.

e. The Contractor shall prepare, edit and complete technical reports, manuscripts, annual reports and other technical documents, including oral reporting and briefing materials, as required. These products will be the property of MOMRP and other RADs. This may require the ability to generate detailed graphics and to utilize other current audio-visual presentation software and technologies. The Contractor shall additionally support MOMRP's technology transfer and marketing activities through briefings and scientific presentations, as requested. The Contractor will review both intramural and extramural technical research proposals, reports, manuscripts, and other scientific documents as required.

f. Authority for use or publication of data and information developed under this contract for any purpose other than that explicitly identified herein is retained by the government.

g. The Contractor shall in some cases be responsible for identifying supplies and equipment needed for the conduct of Contractor work.

h. Additional requirements under this contract include research-related work assignments prepared by MRMC that may require use of outside expertise or facilities outside of MRMC or Contractor capabilities. Services, not anticipated as full-time personnel requirements, may include statistician support for analysis of research protocols, preparation of white papers by outside experts, technical writing and other research support functions not specifically listed here.

6.2 Current Program Support Areas – Specific Duties or Tasks:

a. MOMRP - Program Manager (Advanced Development and other research area program):

The contract personnel possessing relevant clinical experience shall execute scientist advisor duties for advanced development tasks in support to the MOMRP; a \$200 million research program comprising 6 laboratories, 29 research areas, and more than 300 grants and contracts at over 100 research institutions. Major tasks:

- (1) perform scientific portfolio analyses;
- (2) monitor scientific progress of research efforts;
- (3) assist in the development of comprehensive, integrated strategic approaches to solving military problems in the domain of military operational medicine;
- (4) advise the MOMRP Director on research program content and quality to ensure timely delivery of solutions for validated Army needs;
- (5) develop MOMRP's management processes that comply with Command policies;
- (6) assist the MOMRP Director and be a subject-matter-expert of research on another

- MOMRP research area within the MOMRP portfolio;
- (7) serve as the MOMRP's coordinator for the annual Army Technology Objective (ATO) reviews;
 - (8) manage special research programs including the Small Business Innovative Research (SBIR) and Small Business Technology Transfer (STTR) programs;
 - (9) be a member of appropriate scientific program area steering committee.

b. MOMRP - Program Manager (Psychology):

As the MOMRP Director's Science Advisor, advises on the scientific merit and military relevance of proposals from university, DoD, and private research labs. Major tasks:

- (1) perform scientific portfolio analyses;
- (2) monitor scientific progress of research efforts;
- (3) assist in the development of comprehensive, integrated strategic approaches to solving military problems in the domain of military operational medicine;
- (4) evaluate research reports, advise as to their technical adequacy, and recommend acceptance or corrective action;
- (5) establish content and format for proposal drafts, meetings, workshops and peer reviews;
- (6) coordinates scientific programs to include drafting proposals and establishing overall objectives
- (7) compose technical summaries of MOMRP-sponsored research projects;
- (8) be responsible for the submission of MOMRP management documents and Congressional reports;
- (9) assist the Director and subject-matter-expert for research on psychological health and research psychology;
- (10) serve as a member of the Psychological Health and Resilience Program Area Steering Committee.

c. MOMRP - Scientist/Scientist Advisor (Defense Health Program -DHPe/Enhancement Program):

The contract personnel possessing relevant clinical experience shall advise the Joint Program Committee-5 (JPC5) Chair on the scientific quality and military relevance of all submitted research proposals and reviewed by the JPC5 Membership. Major tasks:

- (1) execute guidance from the oversight agencies that direct the DHP enhancement processes and vetted by the JPC5 Chair;
- (2) perform scientific portfolio analyses;
- (3) monitor scientific progress of research efforts;
- (4) assist in the development of comprehensive, integrated strategic approaches to solving Department of Defense problems in the domain of military operational medicine;
- (5) advise the JPC5 Chair on research progress and technical adequacy to ensure timely completion of the required tasks described in approved proposals and administrative processes;
- (6) plan and coordinate DHPe-sponsored technical meetings, workshops, and peer reviews on diverse scientific topics;
- (7) perform all routine activities, including preparation of periodic reports, according to JPC5 standing operating procedures (SOPs);
- (8) serve as the technical liaison with principal investigators at the intramural laboratories and extramural laboratories/academic staff;
- (9) compose technical summaries of intramural and supporting extramural research projects for JPC5 management documents and congressional reports;
- (10) be responsible for ensuring that existing mandated safety protocols and procedures are followed during the research process and training sessions;
- (11) serve as the liaison with the appropriate editors of multiple nationally referred professional journals and recruits/manages peer reviews of manuscripts for the Military

- Metabolic Monitoring Corner and other professional agencies;
- (12) advise the JPC5 Chair and the intended recipients regarding their Congressional Special Interest research awards;
- (13) coordinate and participate in all research program science reviews;
- (14) responsible for ensuring accurate analysis of data obtained from the medical research;
- (15) responsible for the management of all data analyses, data compilation, initial data interpretation and general project coordination;
- (16) participate in authorship of publications and other results dissemination.

d. MOMRP - Defense Health Program Analyst:

The contract personnel shall be responsible for supporting scientists in all requirements of the DHPe mission and approved protocols. The contract personnel possessing relevant clinical experience shall advise the DHPe Scientist, DHPe Coordinator and the JPC5 Chair on the processes and administrative oversight requirements to execute the DHPe program. Daily usage of Microsoft Word, Access, Excels and PowerPoint will be required.

Major tasks:

- (1) execute guidance from the oversight agencies that direct the DHP enhancement processes and vetted by the JPC5 Chair;
- (2) plan and coordinate JPC5-sponsored technical meetings, workshops, and programmatic reviews on diverse scientific topics;
- (3) perform all routine activities, including preparation of periodic reports, according to JPC5 standing operating procedures (SOPs);
- (4) responsible for performing all administrative tasks utilizing internal web-base database systems associated with processing and managing the DHPe's intramural and extramural research contracts;
- (5) prepare funding request documents for intramural research studies;
- (6) prepare and maintain a suspense system to track periodic progress reports;
- (7) coordinate internal and/or external scientific program reviews and JPC5 members' oversight of all aspects of the DHPe research programs;
- (8) monitor project funding commitments, obligations, and disbursements;
- (9) prepare and execute weekly, monthly and annual reports documenting status or process.

e. MOMRP - Scientist/Scientist Advisor (Psychological Health and Resilience):

As the MOMRP Director's Assistant for Intramural Research Program Management, the contractor personnel will conduct scientific portfolio analyses, monitor scientific progress of research efforts, and assist in the development of comprehensive, integrated strategic approaches to solving military problems in the domain of military operational medicine. Major tasks:

- (1) develop and maintain the research program management tools such as budget spreadsheets and research project databases, specifically relating to intramural and extramural psychological health research, including reviewing all proposals and making recommendations for approving and disapproving requests for full proposal submissions;
- (2) serve as the MOMRP's principal coordinator for all external requests for information and suspense actions requiring MOMRP responses regarding the Psychological Health Research Program;
- (3) evaluate research reports, advise as to their technical adequacy, and recommend acceptance or corrective action;
- (4) establish content and format for proposal drafts, meetings, workshops and peer reviews, and coordinates scientific programs to include drafting proposals and establishing overall objectives;
- (5) compose technical summaries of MOMRP-sponsored research projects;
- (6) submit MOMRP management documents and Congressional reports;

- (7) serve as a subject-matter-expert for research on this program;
- (8) serve as principle coordinator and technical liaison with extramural PIs supporting the Psychological Health and Resilience Program.

f. MOMRP - Scientist/Scientist Advisor (Physiology):

The contract personnel shall be responsible for serving as the MOMRP's Science Advisor for Intramural Research Programs. Major tasks:

- (1) advise the MOMRP Director on the scientific quality, merit and military relevance of research performed by the MOMRP's supporting laboratories;
- (2) perform scientific portfolio analyses, monitor scientific progress of research efforts, and assist in the development of comprehensive, integrated strategic approaches to solving military problems in the domain of military operational medicine;
- (3) advise the Director on research progress and technical adequacy;
- (4) plan and coordinate MOMRP-sponsored technical meetings, workshops, and peer reviews on diverse scientific topics;
- (5) serve as the technical liaison with principal investigators at the MOMRP laboratories;
- (6) compose technical summaries of intramural and supporting extramural research projects for MOMRP management documents and congressional reports;
- (7) serve as the liaison with the editors of the Diabetes, Technology, and Therapeutics, and recruits and manages peer reviews of manuscripts for the Military Metabolic Monitoring Corner;
- (8) advise the MOMRP Director and the intended recipients regarding their Congressional Special Interest research awards;
- (9) coordinate and participate in all MOMRP program science reviews;
- (10) serve as a member of the Physiological Health Program Area Steering Committee;
- (11) represent the MOMRP Director in Command-level meetings of the Invention Evaluation Committee (IEC).

g. MOMRP - Scientist/Scientist Advisor (Injury Prevention):

The contract personnel will advise the MOMRP Director on Intramural Research Program Management, perform scientific portfolio analyses, monitor scientific progress of research efforts, and assist in the development of comprehensive, integrated strategic approaches to solving military problems in the domain of military operational medicine. Major tasks:

- (1) will develop and maintain the research program management tools such as budget spreadsheets and research project databases, specifically relating to intramural and extramural injury/health research, including reviewing all proposals and making recommendations for approving and disapproving requests for full proposal submissions;
- (2) evaluate research reports, advise as to their technical adequacy, and recommend acceptance or corrective action;
- (3) establish content and format for proposal drafts, meetings, workshops and peer reviews, and coordinates scientific programs to include drafting proposals and establishing overall objectives;
- (4) compose technical summaries of MOMRP-sponsored research projects;
- (5) prepare and submit MOMRP management documents and Congressional reports;
- (6) serve as a subject-matter-expert for research on this program;
- (7) serve as the MOMRP's principal coordinator and technical liaison for all external requests for information and suspense actions requiring MOMRP responses regarding the Injury Prevention and Reduction.

h. MOMRP - Assistant for Intramural Extramural Research Programs:

The contract personnel shall be responsible for supporting scientists in all requirements of the MOMRP mission and approved protocols. Major tasks:

- (1) responsible for performing all administrative tasks associated with processing and managing the MOMRP's intramural and extramural research contracts. These tasks include preparing funding request documents, preparing and maintaining contract files, maintaining a suspense system to track periodic progress reports, and coordinating external scientific peer reviews of research progress reports;
- (2) monitor project funding commitments, obligations, and disbursements;
- (3) prepare and execute weekly, monthly and annual reports documenting status or process;
- (4) assist in the preparation of the MOMRP annual funding distribution plan and updates to the MOMRP portion of the Army Science and Technology Management Information System (ASTMIS) database;
- (5) Other support databased systems to be used on a daily basis include - Purchase Request Tracking Approval System (PRTAS), Extramural Research Management System (ERMS), Commitment Accounting Disbursement System (CADS), Wide Area Workflow (WAWF), Computerized Accounts Payable-Windows (CAPS-W), Defense Technical Information Center (DTIC), AMEDD Form Flow, Livelink, Contractor Manpower Reporting Database (CMR), and Enterprise Database Management System (EDMS);
- (6) coordinate with MOMRP's senior scientists and MOMRP staff to ensure timely completion of all reports, testing and training sessions.

i. MOMRP - Graphic and Information Specialist:

The contract personnel shall be responsible for supporting the MOMRP as the MOMRP's on-site graphics and information specialist. Major tasks:

- (1) support the MOMRP graphic design and information needs which includes designing and preparing briefing slides, fact sheets, brochures, meeting and conference support materials, and other marketing materials to effectively communicate complex medical research concepts to a wide variety of audiences, including the senior leadership of the Department of Defense (DoD);
- (2) manage the MOMRP website design and photographic and research project informational elements to present a clear, concise, and professional image of the MOMRP online and in print;
- (3) provide graphics support to other customers within the US Army Medical Research and Materiel Command (USAMRMC).

j. MOMRP - Program Administrator:

The contract personnel shall be responsible for providing program coordination, system analysis, and management support for the Military Operational Medicine Research Program (MOMRP) in all liaison relationships with multiple DoD and non-DoD Institutions in support of the MOMRP. Must be highly proficient in the use of Microsoft Office (Word, Excel, and PowerPoint). Major tasks:

- (1) provide administrative support for the MOMRP's Congressional Special Interest (CSI) and Force Health Protection (FHP) research programs;
- (2) maintain a library of scientific publications, interacting with principal investigators to obtain research project updates, preparing and staffing official Command correspondence to principal investigators, and compiling research program information for annual reports to Congress and internal MOMRP reports;
- (3) maintain a suspense system to track periodic progress reports and coordinates external scientific peer reviews of research progress reports;
- (4) serve as the MOMRP administrative coordinator for all inprocessing and outprocessing of staff;
- (5) provide general office support by serving as the FedEx coordinator and providing office supply needs and logistical support for office moves;
- (6) execute other of administrative support requirements which include developing and providing progress briefings on all aspects of research program efforts and related

initiatives addressed by program steering committees and MOMRP staff;
(7) compile and maintain program data in applicable database systems, and will develop and maintain electronic master files for all research and development program activities within assigned areas, including minutes, briefings, spreadsheets, and presentations.

k. CRMRP - Defense Health Program Analyst:

The contract personnel shall be responsible for supporting scientists in all requirements of the DHPE mission and approved protocols. The contract personnel possessing relevant clinical experience shall advise the DHPE Scientist, DHPE Coordinator and the CRMRP Director/JPC8 Chair on the processes and administrative oversight requirements to execute the DHPE program. Daily usage of Microsoft Word, Access, Excels and PowerPoint will be required. Major tasks:

- (1) execute guidance from the oversight agencies that direct the DHP enhancement processes and vetted by the JPC8 Chair;
- (2) plan and coordinate JPC8-sponsored technical meetings, workshops, and programmatic reviews on diverse scientific topics;
- (3) perform all routine activities, including preparation of periodic reports, according to JPC8 standing operating procedures (SOPs);
- (4) responsible for performing all administrative tasks utilizing internal web-base database systems associated with processing and managing the DHPE's intramural and extramural research contracts;
- (5) prepare funding request documents for intramural research studies;
- (6) prepare and maintain a suspense system to track periodic progress reports;
- (7) coordinate internal and/or external scientific program reviews and JPC8 members' oversight of all aspects of the DHPE research programs;
- (8) monitor project funding commitments, obligations, and disbursements;
- (9) prepare and execute weekly, monthly and annual reports documenting status or process.

l. CRMRP - Scientist/Scientist Advisor (Neuromusculoskeletal Rehabilitation, Prosthetics):

The contract personnel possessing relevant clinical experience shall advise the CRMRP Director and Joint Program Committee (JPC8) Chair on the scientific quality and military relevance of all submitted research proposals and reviewed by the JPC8 Membership. Major tasks:

- (1) execute guidance from the oversight agencies that direct the DHP enhancement processes and vetted by the JPC8 Chair;
- (2) perform scientific portfolio analyses;
- (3) monitor scientific progress of research efforts;
- (4) assist in the development of comprehensive, integrated strategic approaches to solving Department of Defense problems in the domain of military operational medicine;
- (5) advise the JPC8 Chair on research progress and technical adequacy to ensure timely completion of the required tasks described in approved proposals and administrative processes;
- (6) plan and coordinate DHPE-sponsored technical meetings, workshops, and peer reviews on diverse scientific topics;
- (7) perform all routine activities, including preparation of periodic reports, according to JPC8 standing operating procedures (SOPs);
- (8) serve as the technical liaison with principal investigators at the intramural laboratories and extramural laboratories/academic staff;
- (9) compose technical summaries of intramural and supporting extramural research projects for JPC8 management documents and congressional reports;
- (10) be responsible for ensuring that existing mandated safety protocols and procedures are followed during the research process and training sessions;
- (11) serve as the liaison with the appropriate editors of multiple nationally referred professional journals and recruits/manages peer reviews of manuscripts for the Military

- Metabolic Monitoring Corner and other professional agencies;
- (12) advise the JPC8 Chair and the intended recipients regarding their Congressional Special Interest research awards;
- (13) coordinate and participate in all research program science reviews;
- (14) responsible for ensuring accurate analysis of data obtained from the medical research;
- (15) responsible for the management of all data analyses, data compilation, initial data interpretation and general project coordination;
- (16) participate in authorship of publications and other results dissemination.

m. CRM RP - Scientist/Scientist Advisor (Cognitive Rehabilitation, Congressional Special Interest Tech Representative):

The contract personnel will advise the CRM RP Director on Intramural and Extramural Research Program Management, perform scientific portfolio analyses, monitor scientific progress of research efforts, and assist in the development of comprehensive, integrated strategic approaches to solving military problems in the domain of military operational medicine. Major tasks:

- (1) will develop and maintain the research program management tools such as budget spreadsheets and research project databases, specifically relating to intramural and extramural CRM RP research, including reviewing all proposals and making recommendations for approving and disapproving requests for full proposal submissions;
- (2) evaluate research reports, advise as to their technical adequacy, and recommend acceptance or corrective action;
- (3) establish content and format for proposal drafts, meetings, workshops and peer reviews, and coordinates scientific programs to include drafting proposals and establishing overall objectives;
- (4) compose technical summaries of CRM RP-sponsored research projects;
- (5) prepare and submit CRM RP management documents and Congressional reports;
- (6) serve as a subject-matter-expert for research on this program;
- (7) serve as the CRM RP's principal coordinator and technical liaison for all external requests for information and suspense actions requiring CRM RP responses regarding the Cognitive Rehabilitation and Congressional Special Interest Programs.

n. Option: CRM RP - Scientist/Scientist Advisor (TBD).

o. Option: CCCRP - Defense Health Program Analyst:

The contract personnel shall be responsible for supporting scientists in all requirements of the DHPe mission and approved protocols. The contract personnel possessing relevant clinical experience shall advise the DHPe Scientist, DHPe Coordinator and the JPC6 Chair on the processes and administrative oversight requirements to execute the DHPe program. Daily usage of Microsoft Word, Access, Excels and PowerPoint will be required. Major tasks:

- (1) execute guidance from the oversight agencies that direct the DHP enhancement processes and vetted by the JPC6 Chair;
- (2) plan and coordinate JPC6-sponsored technical meetings, workshops, and programmatic reviews on diverse scientific topics;
- (3) perform all routine activities, including preparation of periodic reports, according to JPC6 standing operating procedures (SOPs);
- (4) responsible for performing all administrative tasks utilizing internal web-base database systems associated with processing and managing the DHPe's intramural and extramural research contracts;
- (5) prepare funding request documents for intramural research studies;
- (6) prepare and maintain a suspense system to track periodic progress reports;
- (7) coordinate internal and/or external scientific program reviews and JPC6 members'

- oversight of all aspects of the DHPe research programs;
- (8) monitor project funding commitments, obligations, and disbursements;
- (9) prepare and execute weekly, monthly and annual reports documenting status or process.

p. Option: CCCRP - Scientist/Scientist Advisor DHP:

The contract personnel possessing relevant clinical experience shall advise the CCCRP and Joint Program Committee (JPC6) Chair on the scientific quality and military relevance of all submitted research proposals and reviewed by the JPC6 Membership. Major tasks:

- (1) execute guidance from the oversight agencies that direct the DHP enhancement processes and vetted by the JPC6 Chair;
- (2) perform scientific portfolio analyses;
- (3) monitor scientific progress of research efforts;
- (4) assist in the development of comprehensive, integrated strategic approaches to solving Department of Defense problems in the domain of military operational medicine;
- (5) advise the JPC6 Chair on research progress and technical adequacy to ensure timely completion of the required tasks described in approved proposals and administrative processes;
- (6) plan and coordinate DHPe-sponsored technical meetings, workshops, and peer reviews on diverse scientific topics;
- (7) perform all routine activities, including preparation of periodic reports, according to JPC6 standing operating procedures (SOPs);
- (8) serve as the technical liaison with principal investigators at the intramural laboratories and extramural laboratories/academic staff;
- (9) compose technical summaries of intramural and supporting extramural research projects for JP6 management documents and congressional reports;
- (10) be responsible for ensuring that existing mandated safety protocols and procedures are followed during the research process and training sessions;
- (11) serve as the liaison with the appropriate editors of multiple nationally referred professional journals and recruits/manages peer reviews of manuscripts for the Military Metabolic Monitoring Corner and other professional agencies;
- (12) advise the JPC6 Chair and the intended recipients regarding their Congressional Special Interest research awards;
- (13) coordinate and participate in all research program science reviews;
- (14) responsible for ensuring accurate analysis of data obtained from the medical research;
- (15) responsible for the management of all data analyses, data compilation, initial data interpretation and general project coordination;
- (16) participate in authorship of publications and other results dissemination

q. MIDRP - Defense Health Program Analyst:

The contract personnel shall be responsible for supporting scientists in all requirements of the DHPe mission and approved protocols. The contract personnel possessing relevant clinical experience shall advise the DHPe Scientist, DHPe Coordinator and the JPC2 Chair on the processes and administrative oversight requirements to execute the DHPe program. Daily usage of Microsoft Word, Access, Excels and PowerPoint will be required. Major tasks:

- (1) execute guidance from the oversight agencies that direct the DHP enhancement processes and vetted by the JPC2 Chair;
- (2) plan and coordinate JPC2-sponsored technical meetings, workshops, and programmatic reviews on diverse scientific topics;
- (3) perform all routine activities, including preparation of periodic reports, according to JPC2 standing operating procedures (SOPs);
- (4) responsible for performing all administrative tasks utilizing internal web-base

database systems associated with processing and managing the DHPe's intramural and extramural research contracts;

- (5) prepare funding request documents for intramural research studies;
- (6) prepare and maintain a suspense system to track periodic progress reports;
- (7) coordinate internal and/or external scientific program reviews and JPC2 members' oversight of all aspects of the DHPe research programs;
- (8) monitor project funding commitments, obligations, and disbursements;
- (9) prepare and execute weekly, monthly and annual reports documenting status or process.

7. Contracting Officer's Representative Authority:

Contracting Officer's Representative (COR) shall be designated by the Contracting Officer to perform technical liaison between the contractor's management and the Contracting Officer in routine technical matters, i.e., prioritization of requirements. Under no circumstances is the COR authorized to effect any changes in the work required under this contract whatsoever, or to enter into any agreement that has the effect of changing the terms and conditions of this contract, or that causes the contractor to incur any unforeseeable costs. In addition, the COR will not supervise, direct or control contractor employees. Notwithstanding this provision, to the extent that contractor accepts any direction that constitutes a change to this contract without the prior written authorization of the Contracting Officer, costs incurred in connection therewith are incurred at the sole risk of the Contractor, and if invoiced under this contract, will be disallowed. The COR shall be available to the contractor to discuss issues that arise to carry out the tasks of the contract.

8. Contracting Officer's Authority:

The Contracting Officer is the only person authorized to direct changes in any of the requirements under this contract and notwithstanding any provisions contained elsewhere in this contract, the said authority remains solely in the Contracting Officer. In the event that the contractor effects any such changes at the direction of any person other than the Contracting Officer, the change will be considered to have been made without authority and is solely the risk of the Contractor.

9. Personnel:

- a. All proposed professional personnel to perform services under this requirement must possess a favorable national agency check (NAC).
- b. All Staffing Position Requirements:
 - 1. The Contractor shall ensure that all contract personnel providing services under this contract shall be computer literate.
 - 2. The contract personnel shall possess sufficient initiative, interpersonal relationship skills and social sensitivity such that he/she can relate constructively to a variety of personnel from diverse backgrounds.
 - 3. Contractor personnel will perform work between the normal duty hours and work schedule of MOMRP, CRM RP, CCCRP and MIDRP (between 0700 and 1800, Monday - Friday), except for recognized Federal holidays and installation closures for safety reasons as determined by the installation Commander.
 - 4. Access to facilities for non-essential personnel may be restricted based on guidance from the installation for inclement weather and other contingencies as determined by the installation Commander.
 - 5. Alternate work location(s) and schedules may be approved by the respective RAD Director for installation closures for safety reasons.
 - 6. Facility access outside of normal work hours must be approved in advance by the COR.

7. If mission required, access to the post Motor Pool to dispatch their vehicles and any required training.
8. Be current in all required (by position) training, license and/or certification, both personal and organizational.
9. Comply with all specified guidelines regarding safety, security, standard operating procedures, written protocols, technical manuals, and procurement of supplies/equipment as per standing operating procedures or regulations.

c. Place of Performance:

Military Operational Medicine Research Program (Research Area Directorates 1, 2, 3, and 5)
U. S. Army Medical Research and Materiel Command
Fort Detrick, MD 21702-5012

10. Government Furnished Property:

The government shall make available to the Contractor the necessary office equipment and facility support services. Contractor shall be liable for loss and or damage to government property provided to contract employees resulting from negligence or misuse. Contractor employees will safeguard all keys, electronic access badges/cards and codes to government facilities/systems/equipment. Contractor may be held responsible for replacement costs of such materials and/or remediation required due to loss of access control keys, badges and equipment that they have signed for. All materiel and equipment held by individual Contractor employees will be returned to the government on termination of the contract and/or individual employment at MOMRP. Out processing of Fort Detrick will not be a chargeable event under this contract and if hours are invoiced, payment will be denied.

11. Quality Control Plan (QCP):

a. The contractor shall establish and maintain a Quality Control Program and document in a Quality Control Plan, to ensure that all services, specified in the Performance Work Statement, are provided and include timeliness and level of quality.

b. This plan should be submitted to the Contracting Officer within 30 days from award and should be updated hereafter as approved changes occur.

c. Quality Assurance. The Government will monitor the contractor's performance under this contract. The Government retains the rights provided in FAR 52.246-4.

12. Contractor Manpower Reporting (CMR):

CONTRACTOR MANPOWER REPORTING (CMR) - (ACCOUNTING FOR CONTRACT SERVICES) (OCT 2007) (USAMRAA)

The Office of the Assistant Secretary of the Army (Manpower & Reserve Affairs) operates and maintains a secure Army data collection site where the contractor will report ALL contractor manpower (including sub-contractor manpower) required for performance of this contract. The contractor is required to completely fill in all the information in the format using the following web address: <https://cmra.army.mil>. The required information includes: (1) Contract Number; (2) Delivery Order Number (If applicable); (3) Task Order Number (If applicable); (4) Requiring Activity Unit Identification Code (UIC); (5) Command; (6) Contractor Contact Information; (7) Federal Service Code (FSC); (8) Direct Labor Hours; (9) Direct Labor Dollars; and, (10) Location. In the event the Contracting Officer's Representative (COR)/Contracting Officer's Technical Representative (COTR) has not entered

their data requirements first, the contractor must also enter the COR/COTR required data with the exception of fund cite, obligations, and disbursement data. As part of its quote or offer, the contractor will also provide the estimated total cost (if any) incurred to comply with this reporting requirement. The reporting period will be the period of performance not to exceed 12 months ending 30 September of each government fiscal year and must be reported by 31 October of each calendar year.

(End of Summary of Changes)